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20 May 1965

MEMORANDUM FOR: Division and Staff Chiefs, Office of Personnel

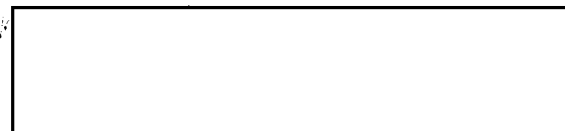
SUBJECT : DD/S Reporting System

REFERENCE : DD/S Administrative Instruction No. 65-7 dtd 18 May 65,
same subject

1. A copy of reference is attached for your information and guidance. This memorandum contains additional instructions concerning the application of the new DD/S reporting system in the Office of Personnel.

2. Each of you is responsible for ensuring that items which should be reported to the Deputy Director for Support are reported to my office, preferably in writing and in a form suitable for incorporation in an overall Office of Personnel report to the Deputy Director for Support. Until experience has provided more specific guidelines, I suggest that you err on the side of including items of questionable significance for weekly reporting purposes and of treating as "flash" items those which in your judgment may be either "urgent" or "perishable." The Executive Assistant to the Director of Personnel will serve as the focal point for receiving, consolidating, and forwarding your items to the Office of the Deputy Director for Support.

3. The new DD/S reporting system eliminates the need for sending to the Deputy Director for Support the monthly reports which have previously been compiled by the Plans and Review Staff. However, I believe that these reports have served an extremely useful purpose in keeping you informed on various activities and developments. The Executive Assistant therefore will extract from the weekly and "flash" reports items of importance and interest and will disseminate these to you in a bi-monthly report. You will also receive copies of special reports submitted to the Deputy Director for Support.



Emmett D. Echols
Director of Personnel

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Attachment

D/Pers Special Memorandum No. 63

Group 1

Excluded from automatic

downgrading and declassification

MANAGEMENT

18 May 1965

DD/S ADMINISTRATIVE
INSTRUCTION No. 65-7

DD/S REPORTING SYSTEM

RESCISSION: DD/S Administrative Instruction No. 65-5, 7 May 1965

1. The Director has emphasized his very strong desire that each Deputy Director present a positive and current report at least once a week on the significant activities of each of his Offices. A negative report is required if there have been no significant activities worthy of reporting. (He thinks that this should be a rare exception.) The purposes of these reports are (a) to keep the Director currently informed in some detail of what is going on in each Office of the Agency, and (b) to demonstrate to all employees at all levels that he is very much interested in what they are doing and to assure them that he is, through this reporting system, aware of their activities and contributions to the Agency. The Director attaches considerable importance to the latter aspect of the reporting system.

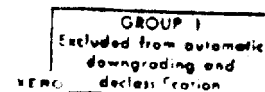
2. I am mindful of the burden which a multiple reporting system imposes upon the Offices and wish to streamline the system to the extent possible so that one series of reports will serve the purposes of the DD/S as well as the Director. To this end and effective immediately, all present periodic reports will be discontinued and the reporting system outlined below will apply.

a. "Flash" Reports - Each Office will report by 3 p.m. on any day any item which because of its urgency or importance should be promptly brought to the attention of either the DD/S or the Director. Such reports should also include "perishable" items which are of primary interest because of their timeliness. They should be submitted in writing and should be as brief and concise as possible. At the same time, they should be complete and answer any questions which the report itself might raise. Late items which cannot make the 3 p.m. deadline should be submitted by telephone so as to be available to the DD/S not later than 8:30 a.m. the following morning. (This may apply particularly to DD/S Offices not located in the Headquarters building.) Oral reports are expected to be as brief, concise, and complete as though they were written.

b. Weekly Reports - Weekly reports should include a brief, concise, and complete summary of the significant activities which are worthy of

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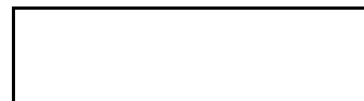


bringing to the attention of either the DD/S or the Director and should be submitted in accordance with the following schedule:

<u>Monday</u>	<u>Office of Personnel</u> <u>Office of Security</u>
<u>Tuesday</u>	<u>Office of Communications</u> <u>Office of Logistics</u>
<u>Wednesday</u>	<u>Office of Medical Services</u>
<u>Thursday</u>	<u>Office of Training</u>
<u>Friday</u>	<u>Office of Finance</u>

c. Special Reports - Special reports on subjects, functions, or activities which require more comprehensive treatment and therefore do not lend themselves to either the "flash" or the weekly reports should be submitted periodically by each Office as an attachment to the weekly report. I expect each Office Head to submit a special report on some appropriate subject about once a month. The objective should be to render a series of comprehensive special reports on all of the major activities or problems with which each Office is concerned in the course of a twelve-month period.

3. If we in the Support Directorate are careful and conscientious in preparing these reports, this will give us an opportunity which we have not heretofore had to keep the Director apprised of the importance of the Support function and the major contribution which it makes to the over-all Agency effort. I shall expect each Office Head to give his personal attention to this reporting system and to ensure that it accomplishes the purposes intended.



L. K. WHITE
Deputy Director
for Support

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Jeffrey J. Info
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SUGGESTED HIGHLIGHTS - Insurance Branch 5/27/65

1. The "Open Period" for DENTA will close 5/31/65 for Headquarters personnel and 6/30/65 for Overseas personnel. As of 5/26/65, 539 new applications and 20 changes have been received and processed.
2. The "Open Period" for PAMA will be 1 through 30 June 1965 for Headquarters and 1 June through 31 July 1965 for Overseas. The premium rate will be increased from \$6.85 to \$7.90 per covered parent effective 1 June 1965. 832 new IBM payment books, reflecting the new premiums, have been reviewed by the IB personnel and forwarded to subscribers. STATINTL
The HN is being distributed in the near future.
3. (a) The hospital and medical benefits under Contract Hospitalization will be increased to the same coverage as that offered under the FEHBA Association Plan (High Option) effective 8/1/65. The employees' contributions will be increased as follows:

	<u>Bi-Weekly</u>		<u>Monthly</u>	
	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>
Single	\$.79	\$1.02	\$1.70	\$2.21
Family	3.09	3.98	6.70	8.63

- (b) The maximum benefit for Major Medical will be increased from \$10,000 to \$20,000, the allowance for the physician's fee for maternity benefits (normal delivery) will be increased from \$80.00 to \$100.00, daily hospital room and board rate from \$20.00 to

\$25.00, and the surgical schedule will be broadened to provide better reimbursement for such procedures as excision of small and large tumors, repair of small wounds, bone fractures, blood transfusions, circumcision of newborn, dilation and curettage (not pregnancy connected), etc.

4. A new Flight and Accident Policy (FAP) is now being offered to employees of the Agency to replace the Flight Plan and TRAVEL-MATIC policies, effective May 1, 1965. As of 5/26/65, fifty applications have been received and processed. A notice has been STATINTL written and will be published in the near future. This policy provides 24 hour basic coverage for injuries sustained while the insurance is in force. It covers accidents occurring in the course of business or pleasure anywhere in the world. Injuries sustained on a plane would be limited to passengers (not pilot or crew member), which plane is being flown for the primary purpose of transporting passengers. The minimum coverage is *\$25,000 and the maximum coverage is* \$150,000. The premium is 84¢ per \$1,000. The policy covers accidental loss of life, limb or sight, as well as a total disability feature for the principal insured where loss of life, limb or sight is not applicable. The exclusions are suicide; loss caused by war or sustained while in an armed service. Coverage for wife and/or children can also be purchased, provided employee is insured; wife \$25,000 or \$50,000; children \$10,00 each--premium 84¢ per \$1,000.

A War Coverage supplement is available provided employee has purchased the Basic Coverage and may not be added after purchase of Basic Coverage. (Exception: Those employees who now have FLITE PLAN, or TRAVEL-MATIC, which will expire between now and May 1, 1966, may purchase War Coverage to cover them through the expiration date of the FLITE PLAN or TRAVEL-MATIC.) War coverage is available in two amounts, \$25,000 and \$50,000. The premium is 96¢ per \$1,000. This supplement to the basic coverage guarantees to pay the stated amount for death, dismemberment or disability from all but natural causes. It provides protection against accidents, war risks, riot, insurgency, guerrilla activity, disasters, endemic diseases, and environmental hazards; also has a permanent disability clause.

EXCLUSIONS: Suicide, except in the face of immediate threat of death or torture by another person; active armed conflict between any two or more major powers (limited to USA, UK, France, USSR and Communist China), acting independently or as United Nations participants; and a pilot or member of the crew of an aircraft.